United States Department of Agriculture   **Issued: October 1, 2012**
Office of Procurement and Property Management   **Revision A: January 10, 2013**
                                                         Revision B: January 13, 2015

Procurement Advisory No. 105B

Use of Automated Procurement Systems

1. SUMMARY

It is critically important that the purchase of goods and services by USDA be accurately recorded and managed to ensure accountability. The Office of Procurement and Property Management (OPPM) is issuing this Procurement Advisory to formalize policy requiring Agencies within USDA to use automated procurement systems for all acquisition actions exceeding the micro-purchase threshold.

2. BACKGROUND

The Agriculture Acquisition Regulation (AGAR) authorizes the USDA Senior Procurement Executive (SPE) to issue and publish directives that constitute Department-wide policies and procedures, solicitation provisions and contract clauses governing the contracting process.

2. REFERENCES

Federal Acquisition Regulation (FAR) 48 CFR, Part 2, *Definitions of Words and Terms,* https://www.acquisition.gov/far/current/html/FARTOCP02.html#wp284164**;** Federal Acquisition Regulation (FAR) 48 CFR, Part 4, https://www.acquisition.gov/far/current/html/FARTOCP04.html#wp273111**;** Administrative Matters and the Federal Acquisition Streamlining Act of 1994, http://thomas.loc.gov/cgi-bin/bdquery/z?d103:SN02170:|TOM:/bss/d103query.html**.**

4. ACTIONS

For acquisition actions that exceed the micro-purchase threshold, Agencies must use one of the following automated procurement systems to process the action:

    (1) The Procurement Request Information System (PRISM) module in the Integrated Acquisition System (IAS)

    (2) The Virtual Incident Procurement (VIPR) System for Forest Service procurements related to fire emergencies

    (3) The Web Based Supply Chain Management (WEBSCM) System for food commodity procurements processed by the Agriculture Marketing Service or Farm Services Agency

U.S. Bank's Access Online system must be used to manage purchase card accounts.

Contracting Officers should fully utilize the automated procurement system capability to create and maintain a complete electronic procurement / contract file inside the system. FAR 4.803 lists examples of records that are normally contained in a contract file.

At a minimum, the procurement record / file inside the automated system must include: (1) the purchase requisition (2) the award document and (3) the receipt or record of completion.

Each Head of Contracting Activity Designee (HCAD) shall:

    (1) Develop and implement procedures, such as periodic reviews of specific contracts that were directly processed in the Financial Management Modernization Initiative (FMMI), to ensure all required contracts are in IAS or the appropriate automated procurement system

    (2) Ensure that all contracts awarded by their agency have contractors registered in the System for Award Management (SAM)

5. EXCLUSIONS

Automated procurement systems are not required for the following:

    a. Aviation contracts
    b. Stewardship contracts
    c. Acquisitions from foreign vendors
    d. Acquisitions from Federal agencies (e.g. UNICOR)
    e. Acquisitions in support of all risk incidents (fire suppression, hurricanes, floods, or other natural disasters) if a suitable system is not available due to urgency or geographic location.

6. CONTACTS

If you have questions or comments regarding this advisory, please send an email message to the OPPM Procurement Policy Division at procurement.policy@dm.usda.gov.

Procurement Advisories are issued by the Procurement Policy Division of the Office of Procurement and Property Management, Departmental Management, USDA, Dorothy Lilly, Chief, and posted on the USDA World Wide Web site at the following URL: http://www.dm.usda.gov/procurement/policy/advisories.htm

EXPIRATION DATE: Effective upon issue date until canceled. **[END]**